



# 2017 RADFORD SPIRIT of AMERICA CELEBRATION

**Tuesday, July 4, 2017**  
**Bisset Park, Radford, VA 24141**

## VENDOR APPLICATION INFORMATION

### Craft Vendor Application Process

Please complete the application and return it to the address listed below. Once the application has been received and approved, you will be contacted. **Payment is due at the time of application.** Deadline for craft vendor applications is **June 23, 2017.**

**Absolutely NO** dangerous or bladed weapons sold. This includes knives of any length (open or closed), swords and martial arts weapons. Also, **NO** fireworks of any kind sold.

### Food Vendor Application Process

Please complete the application and return it to the address listed below. Additionally, food vendors must comply with Montgomery County (Va.) Health Department regulations.

- Complete the "Temporary Health Department Event Application" form.
- If you have a mobile unit or annual permit, please attach a copy.
- If you don't have a current permit, submit check for \$40 made payable to MCHD (Montgomery County Health Department) with your application. Return all Health Department information along with your vendor form to the Radford Parks and Recreation Department, 200 George Street, Radford, VA 24141.
- Once the application has been received and approved, you will be contacted. **Payment is due at the time of application.** Deadline for food vendor applications is **June 16, 2017.**

### Vendor Policies and Procedures

- Each space measures 12' X 12'. As a returning vendor, every attempt will be made to accommodate your request for space.
- The City of Radford cannot assume liability for loss, damage or injury.
- The Celebration Committee reserves the right to reject applications, in which case your payment will be returned.
- No refunds given after June 23, 2017.
- The completed application shall constitute the agreement to comply with all conditions.

### Electrical Requirements

Electrical service is available to some merchandise booths and food vendors on a first-come, first-served basis. Access to these electrical facilities is an additional \$10 to your booth rental. Please be sure to request electricity on your application so we may locate your booth accordingly. Early registration is encouraged due to a limited number of electrical circuits. Extension cords will not be provided and each vendor must bring their own extension cords. **Vendors must request and pay for electrical service at the time of application. If not requested and paid for you will absolutely NOT be provided with electrical service.**

For further information call Jackie (540) 731-3633 or [Jacqueline.stephens@radfordva.gov](mailto:Jacqueline.stephens@radfordva.gov).

STAFF USE ONLY
Date Received_____
Amt Paid_____

**2017 JULY 4<sup>th</sup> VENDOR REGISTRATION FORM**  
**RADFORD'S SPIRIT of AMERICA**  
Held in BISSET PARK  
49 Berkley Williams Drive, Radford, VA 24141  
**Sponsored by**  
Radford Parks & Recreation Department  
200 George Street, Radford, VA 24141



Name: \_\_\_\_\_ Phone(s): \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email Address: \_\_\_\_\_ Business Name: \_\_\_\_\_

Radford Parks and Recreation Department reserves the right to set minimum prices on all food items, limit the number of vendors selling the same food items, and deny any application if necessary. On a separate sheet of paper please list the FOOD items you will be selling as well as their prices. All prices subject to approval by the Radford Parks and Recreation Department.

Please describe the items you will sell and/or display: \_\_\_\_\_

\_\_\_\_\_

All ropes, stakes, tents, etc. must be within your designated booth area.

- Number of 12' X 12' booths you will require **\$50.00 per booth** 1\_\_\_\_\_ 2\_\_\_\_\_ 3\_\_\_\_\_ 4\_\_\_\_\_
- Number of electrical outlets **\$10.00 per outlet** (Max. of three electrical outlets) 1\_\_\_\_\_ 2\_\_\_\_\_ 3\_\_\_\_\_

Register early because there will be a limited number of electrical outlets available (First Come First serve.) Vendors must supply their own extension cords. Vendors are encouraged to use self-contained units if possible.

DO YOU INTEND TO SELL FOOD? \_\_\_\_\_ YES \_\_\_\_\_ NO

IF YES, THEN YOU **MUST** COMPLETE THE ENCLOSED HEALTH DEPARTMENT APPLICATION AND RETURN IT WITH THIS APPLICATION. SPACES WILL BE RESERVED UPON RECEIPT OF COMPLETED PAPERWORK AND PAYMENT OF FEES.

IF YOU HAVE PURCHASED A BUSINESS LICENSE IN THE CITY OF RADFORD DURING 2017, Please send a copy.

**Deadlines:** **FOOD** vendor applications need to be returned by Friday, June 16, 2017.  
**NON-FOOD** vendor applications need to be returned by Friday, June 23, 2017.

PLEASE RETURN YOUR COMPLETED FORM(S) AND BOOTH FEE TO:

Radford Parks & Recreation Department  
**Attention: Jackie Stephens**  
200 George Street  
Radford, Va. 24141  
Phone: (540) 731-3633

**MAKE CHECKS OR MONEY ORDERS PAYABLE TO: RADFORD PARKS AND RECREATION DEPARTMENT**

PLEASE NOTE: Forms that are not accompanied by correct payment will not be processed.